

Little VIPs at Lowther Endowed School Admissions Policy



At Little VIPs at Lowther Endowed School we care for children between the ages of 9 months and school age.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). The numbers will vary depending on the age of the child, their needs and booking patterns.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

When considering admissions, our over-riding concern is the safety and well-being of our children and we always take into consideration:

- staff to child ratios applying to each age group
- our available space and facilities
- the needs of the child

We may prioritise:

- Children who have siblings at Lowther Endowed School
- Children who will be applying to take up a place in reception at Lowther Endowed School
- Children who have siblings who are already with us at Little VIPs
- A child requiring a full-time place may have preference over one requiring part-time
- A child requiring all year round care may have preference over term time only, unless taking a place in our Reception/Pre-School sessions
- When the application is received (extra weight is given to those who have been on the waiting list the longest)


Prior to a child attending nursery, parents must complete and sign an application form which includes a copy of our Terms and Conditions. These forms provide the nursery with personal details relating to the child and family. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Parents must also provide their date of birth and national insurance number together with a relevant Government Funding Code in order to access Government Funded Childcare and/or to register for Early Years Pupil Premium.

Government Funded Childcare

At Little VIPs at Lowther Endowed School we provide government funded places for eligible parents with children from the age of 9 months. We operate set minimum weekly booking patterns which are detailed in our Terms and Conditions, with government funded hours stretched over 51 weeks. We also offer a small number of term time only patterns for parents who wish to take advantage of our reception/pre-school sessions.

We reserve the right to limit, change and/or have specific funded sessions and booking patterns, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 st July 2024		1 st July 2025 or earlier if required